

**D.P.S.**

**Out of School Club**

**Management of the Risks  
Associated with the Care of  
Individual Service Users  
Policy**

## MANAGEMENT OF THE RISKS ASSOCIATED WITH THE CARE OF INDIVIDUAL SERVICE USERS POLICY

### Principle

*"Children have the right to be as healthy as possible, live and play in a safe healthy unpolluted environment and benefit from preventive health and education."*

**Article 24 UN Convention on the Rights of the Child 1991.**

### Policy Statement of Intent

DPS Out of School Club regards the safety and well-being of all the children within our care as paramount. It is therefore our policy to provide children with a safe environment in which to play, learn and develop.

### PROCEDURES

**We will endeavour to maintain high levels of health and safety through;**

### HEALTH AND SAFETY

#### Risk Assessment

- A comprehensive risk assessment of the premises is carried out annually and identifies actions to minimise risks.
- The risk assessment is reviewed continually and implemented.
- A daily check list is implemented daily. All areas where children will be playing are checked prior to use and risks/hazards are identified/removed.
- Amendments to the annual risk assessment will be completed if necessary.
- All staff will be involved in risk assessment and trained where possible.

#### Security of the Setting

- All visitors are identified and their access to the children is controlled as necessary.
- A buzzer and code system is in place at the main entrance of the school and is switched on once the caretaker leaves the premises.
- Our main door is locked and fitted with a door bell.
- CCTV cameras are in operation around the school building.
- All exit doors have adult locks in place and are used.

- Children will be supervised at all times when using equipment and materials.
- The staff team will be aware of health and safety issues and help the leader to follow the necessary checks and procedures.

### **Maintenance and Replacement of Toys / Equipment**

- Equipment and resources are checked daily for safety and cleanliness.
- Daily checklists are completed concerning equipment indoor and outdoor.
- All broken toys and equipment will be removed and replaced where possible.
- Toys, equipment etc will be washed when needed throughout the year and at the end of the school year (June).

### **Kitchen**

- Children will be supervised at all times within the kitchen area.
- The cooker will be turned off.
- Bins will be emptied daily.
- The kitchen area and surfaces will be cleaned regularly.
- Tables will be cleaned prior to snack times.
- Children's cups, bowls, jugs and cutlery will be washed after use and stored in the kitchen area.
- Tea towels will be changed daily.
- Food will be stored in a dry and clean cupboard and where necessary, the fridge.
- Fruit and vegetables will be washed before use.
- Any cleaning products will be stored in a locked area.
- Fridge temperature will be recorded daily.
- Children have no access to boiling water.

### **REPORTING INCIDENTS TO TRUST AND RELEVANT AGENCIES**

All significant / serious accidents or any dangerous occurrences will be reported to the Health and Safety Executive, Environmental Health, Public Health Agency and the Trust. Support will be sought to complete RIDDAR form. A copy will be kept of all reports.

**Collection of Children to and from the afterschool club**  
**See Collection Policy**

- Parental permission is obtained prior.
- Correct adult to child ratios are maintained
  1. 1:4 5-8 years
  2. 1:8 8 years and over
- Emergency contact details are taken on outings.
- Children will be divided into groups with an adult leader.

## **TRANSPORT**

- If transport is required for organised trips, registered companies will be used. Staff will ensure seatbelts are worn correctly and children remain in their seats throughout the journey.

## **CARE IN THE SUN**

We aim to ensure each child is protected from the sun.

- Suncream should be applied at home before coming to the club.
- Children should bring a hat on warm, sunny days.
- Children can bring their own named bottle of suncream which can stay in their bag. Children will not be allowed to use another child's suncream.
- With a written note of permission, staff can assist children with applying suncream when necessary.
- Fresh drinking water will be available at all times.
- In hot weather children will only be kept outside for short periods of time and shaded areas will be provided.

## **COVID-19**

To help stop the spread of Covid-19 the setting will follow advice and guidance provided. (see Covid-19, Infection Prevention and Control Policies)

**Links with other policies:**

Health and Safety Policy  
Security of the Setting Policy  
First Aid Policy  
Collection Policy  
Child Protection Policy

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed:

*D. Thompson*

(on behalf of the management team)

Position:

*Chairperson*

Date:

*26/7/2016*

Reviewed on:

Date: *April 2018*

Signed:

*D. Thompson*

Date: *July 2019*

Signed:

*D. Thompson*

Date: *Dec 2020*

Signed:

*D. Thompson*